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Civil Engineering

USING AND PROTECTING REAL PROPERTY



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 32-90, *Real Property Management*, by prescribing ways to use, assign, transfer, convert, and protect USAF Academy real property. It requires commanders to designate building managers and outlines their responsibilities. This instruction applies to all USAFA activities and personnel who control real property, including military family housing (MFH). Also see AFI 32-6001, *Family Housing Management*, for details about occupancy and use of military family housing.

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1. Managing Real Property. The Air Force Academy has adopted the following limitations and procedures to manage our real property.

1.1. The Command Facilities Board must approve any change to a building's original use, design, or subsequent conversion.

1.2. Building managers must be active military members of the Air Force or Air Force civilian employees. Civilian contractors may not serve as primary building managers for Academy facilities.

1.3. Vacant facilities are OFF LIMITS, whether or not they are so posted. No one may enter them without Civil Engineering Real Property Officer (10 CEG/CEPE) authority.

1.4. As a recognized architectural achievement for both exterior and interior design, the Air Force Academy has developed guidelines for the construction of new facilities and renovations. Each building manager should become familiar and comply with these guidelines to preserve our architectural heritage. Civil Engineering Community Planner (10 CEG/CEPR) may advise building managers regarding these standards.

2. Terms Used:

2.1. Fair Wear and Tear. The depreciation of real property resulting from normal use.

2.2. Housing Occupant. The one to whom military family housing has been assigned.

2.3. Organizational Commanders (specified for the purpose of this instruction):

2.3.1. Commander: HQ USAFA (AH, 34 TRG, 34 OG, 34 SPTG, DF, DP, PL, RR)

2.3.2. Commander: 10 ABW (HC, LG, SA, IM, 10 CEG, 10 MDG, 10 MSS, 10 SPS, 10 SVS)

2.3.3. Commissary Officer (DECA)

2.3.4. General Manager (AAFES)

2.4. Other Than Fair Wear and Tear. Damage caused by negligence or misconduct by an individual.

2.5. Real Property. Includes lands and interest therein, leaseholds, buildings, structures, improvements, and appurtenances thereto. Also included are piers, docks, warehouses, rights-of-way, and easements, whether temporary or permanent, and permanently attached improvements. Permanently attached improvements include articles of personal property which, upon being affixed to the realty, become part of it. It does not include machinery, equipment, or tools that have not been affixed to or that have been severed or removed from any such lands or buildings.

2.6. Real Property Installed Equipment (RPIE). Government owned or leased accessory equipment, apparatus, and fixtures that aid in the function of the real property and are permanently attached to, integrated into, or built in or on government owned or leased property. Equipment listed in the equipment authorization inventory data (EAID) is excluded. Also excluded is other technical operating equipment of the using organization such as communication and electronic Program Communications-Electronics Support Program (PCSP), cleaning, Military Affiliate Radio System (MARS), cryptographic, automatic data processing, rental equipment, etc. In military family housing only, installed property includes government-furnished appliances such as dishwashers, garbage disposals, ranges, and refrigerators.

3. What Commanders Do:

3.1. Designate Building Managers. Commanders must designate a primary and alternate building manager for each facility under their jurisdiction. Send memorandums of designation to the Real Estate Branch 10 CEG/CEPE at least 10 days before the date the new managers are expected to assume their duties; send a copy to Security Police (10 SPS).

3.1.1. Managers should hold the job for not less than 18 months and should be working in or near the facility for which they are responsible.

3.1.2. When building managers change, the outgoing manager retains responsibility until the new manager has formally accepted the facility, equipment, and keys. 10 CEG/CEPE must also formally clear the outgoing manager.

3.2. Retain Ultimate Responsibility. Retain responsibility for providing care, custody, and protection of assigned real property with the help of all occupants and users. The building manager, as the commander's representative, serves in an administrative and advisory capacity.

3.3. Approve Work Orders. Sign all AF Forms 332, Base Civil Engineer (BCE) Work Request, for minor construction.

4. What Building Managers Do:

4.1. Take Responsibility. Show acceptance of responsibilities by signing for the facility, including real property installed equipment (RPIE) and keys.

4.1.1. Keys may be distributed to other users as the commander directs and must be accounted for at all times. Use AF Form 1297, **Temporary Issue Receipt**, to control keys except when waived by the Chief, Real Estate Branch. Building managers may replace lost keys by following USAFAI 32-5001, *Obtaining New or Duplicate Keys*.

4.1.2. Managers must make sure key holders return all keys when the holders leave the Academy for more than 60 days.

4.2. Work with Users. Publish rules and times for opening and closing the facility to make sure that users observe fire protection, occupational safety, conservation of utilities, security, and good house-keeping practices.

4.2.1. Brief users on their responsibilities to care for and protect the facility and equipment. Be sure the users know they are liable for loss and damage in excess of fair wear and tear unless it results from acts beyond their control.

4.2.2. Make sure users understand that the building manager must approve all work requests and that they must report all damaged or missing items as soon as possible.

4.3. Oversee the Building. Inspect the facility and grounds weekly. Check janitorial service work as much as possible and report inadequacies to the Base Civil Engineer, Contract Inspector, or Operations Custodial Services, whichever applies. Participate in annual surveys in accordance with AFI 32-1031, *Operations Management*.

4.3.1. Make sure occupants do not tamper with, alter, replace, relocate, or repair electrical or mechanical equipment.

4.3.2. Aid the 10 CEG Real Property Officer in determining liability for other than fair wear and tear to the facility and installed equipment. This information is used when preparing AF Form 20, **Repair Cost and Reparable Value Statement**.

4.3.3. Respond quickly when a facility is found unsecured or if an alarm sounds, to determine if a theft has taken place and to secure the facility.

4.3.4. Make sure that space within the facility is used as approved and coordinate on requests for changes in the use of space. Ensure that no changes in space use occur unless the Command Facilities Board through 10 CEG/10 CEG/CEPE approves first.

4.3.5. Ensure occupants replace incandescent/fluorescent tubes located less than 10 feet from the floor, including systems furniture and desk lamps. Exceptions: Cadet classrooms; Cadet dormitories (squadron area only; egg crate ceilings in Fairchild Hall; exterior mercury vapor, sodium vapor, and metal halide lamps; exit lights; emergency lights (Note: If the lamp to be replaced is in question, call Exterior Electric (10 CES/CEOHUE)).

4.3.6. Procure and store the required lamps to accomplish the relamping. Lamps will be available through the Electrical Branch (10 CES/CEOHUE).

4.4. Manage Work Orders. Review, coordinate, and sign AF Forms 332, **BCE Work Request** for minor maintenance occupants initiate. Recommend action to the organizational commander.

4.5. Prepare New Managers. Inventory the equipment and keys with the incoming manager. Take the new manager to the Real Estate Management Office (10 CEG/Building 8120) to transfer management responsibilities formally.

5. What the 10 CEG Real Property Officer Does:

5.1. Keeps a building manager list including facility numbers, the primary and alternate managers' names, organizations, and duty and home phone numbers. Sends 10 SPS an updated copy of this list monthly. Makes sure personal information on the building manager's list is for official purposes only.

5.2. Controls key requests and issues.

5.3. Aids the building managers in the performance of their duties.

6. Requesting Changes in Buildings:

6.1. Changing a Building's Use. To request changes in the use of facility space, send a letter to 10 CEG/CEPE through the building manager. Include the following information:

6.1.1. The proposed use with complete justification as outlined in AFI 32-1024 and AFI 32-9002.

6.1.2. The desired specific location within the facility and the total square feet involved. Attach a sketch.

6.1.3. The current location and square feet of any space that will become available for other use after the relocation.

6.1.4. The specific organizational function, the number of people using the space, special equipment requirements, and whether or not modifications are required.

6.1.5. The date space is required, the length of time the space will be used, and the individuals designated as building managers (primary and alternate), if appropriate.

6.2. Modifying Buildings. If the requested area requires modification, send an AF Form 332 and sketches with the request. List all actions related to the alteration that involve costs, including but not limited to moving or adding telephones, new furniture, and equipment.

6.3. Completing Change Requests. 10 CEG/CEPE will send the request for space change to the Space Utilization Board and on to the Facility Board Working Panel.

6.3.1. After the request for space has been approved and the work has been scheduled, the date of occupancy will be determined. See AFI 32-9002 for appropriate approval authority.

6.3.2. When facility space or an entire facility is no longer needed, notify 10 CEG/CEPE. Leave all facility space in a neat and clean condition. Building manager responsibilities end when all inspections are satisfied and the 10 CEG/Real Property Officer accepts the facility.

7. Repairing and Paying for Repairs to Military Family Housing. 510 CES/CEH manages all military family housing units. Occupants of each unit are responsible for their units as indicated in AFI 32-6001, *Family Housing Management*.

7.1. Reporting Damage. All personnel must bring instances of housing property damage, loss, or theft to the attention of the Chief, Military Family Housing.

7.2. Repairing Damage. For emergency repair, military family housing occupants call Eagle Zone. Report all glass breakage to Eagle Zone. Eagle Zone takes action to secure and repair damage.

7.3. Accounting for Costs. 510 CES/CEH notifies Eagle Zone of emergency situations and submits an AF Form 332 to 10 CEG/CEPE with the annotation "Reimbursable" when appropriate. When emergency work is completed before submitting the AF Form 332, it should include a statement such as "Work accomplished on Job Order # _____" to ensure proper reimbursement charges are provided to 10 CEG/CEPE.

7.3.1. 10 CEG/CEPE prepares AF Form 20, **Repair Cost and Repairable Value Statement**, based on actual in-house or contract cost and forwards the original and one copy, with supporting documents, to CEH for action.

7.3.2. For damage caused by other than military family housing occupants, 10 CEG/CEPE sends the AF Form 20 to 510 CES/CEH and Judge Advocate (10 ABW/JA), IN TURN, for action under AFI 51-501, *Tort Claims*.

7.4. Inspecting Damages. The housing inspector annotates damage or lost property for which reimbursement is required on AF Form 332 and submits AF Form 332 to 10 CEG/CEPE who assigns a reimbursement control number and forwards the form to the appropriate action agency. For sod replacement, attach a sketch showing the location and dimensions for the damaged area.

7.5. Paying for Damages. Military family housing occupants may, at their discretion, repair damage to their quarters at their own expense to preclude paying in-house repair costs. Such repairs will be subject to inspections for adequacy by the housing inspectors and maintenance foreman.

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